

Wisconsin Department of Regulation & Licensing

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BARBERING AND COSMETOLOGY EXAMINING BOARD

BARBERING AND COSMETOLOGY ESTABLISHMENT APPLICATION INFORMATION

Enclosed is the "Barbering and Cosmetology Establishment License Application" (Form #1397). Instructions for the completion of the establishment application are included on the reverse side of this form. **[Note: Please submit your application at least 2 weeks but not more than 4 weeks prior to the establishment opening date.]**

IMPORTANT NOTICE

Compliance Inspection Report

In addition to the application for an establishment license, you are now required to complete and submit the "Compliance Inspection Report" (Form #2471) which is included in this packet. If this form is not completed in its entirety and returned with your establishment application, the establishment license cannot be issued which may cause a delay in your opening date.

Building Requirements

We recommend that you first contact your local authorities (county, city, town or village hall) regarding zoning, occupancy, plumbing, electrical, ventilation, or other building codes. There are no restrictions imposed by the Barbering and Cosmetology Examining Board concerning size or layout of your establishment. Where an establishment is located in the same building as a residence, the business and living quarters must be separate.

Chair or Booth Lease

An owner may lease a chair or booth to a licensed individual with a written lease agreement. Effective October 1, 2004, the Wisconsin Administrative Code requires a booth renter or lessee practicing barbering or cosmetology to hold both a manager and an establishment license. The lessee of a chair or booth will be responsible to ensure that the leased chair or booth operates in compliance with ch. 454, Stats., and the rules of the board.

Licensed Manager

The owner of a barbering and cosmetology establishment may not operate the establishment unless a licensed manager has been employed full-time for the establishment. The manager cannot be responsible for more than one establishment unless it is owned by the same person or entity. The manager must be responsible for supervising and managing the daily operations of the establishment. The owner and the manager must ensure that the establishment operates in compliance with Ch. 454, Stats., and the rules of the Board.

Application and Fee

The completed application must be submitted along with the initial credential fee of \$53.00 at least two weeks and not more than 4 weeks prior to your anticipated opening date. The information provided will be evaluated for completeness and to determine whether all statutory and rule requirements have been met. Applications with insufficient information will be returned for completion without processing. This may delay the issuance of the license. Initial licenses are in effect from the date of issuance until the next renewal date (June 30 of each odd-numbered year). You may not begin practicing until your license has been received and is posted in the establishment.

Mail the application and fee to:

Department of Regulation and Licensing
Barbering and Cosmetology Examining Board
P.O. Box 8935
Madison, Wisconsin 53708-8935

Statute and Rules Code Book

A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of Barbering and Cosmetology is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at dcsales@doa.state.wi.us.

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INSTRUCTIONS FOR COMPLETING THE APPLICATION

The following instructions refer to the questions on the application.

QUESTION #:

1. Indicate whether you are applying for a:
 - New Establishment (location never licensed before)
 - Chair/Booth Leasing (located within an existing, licensed establishment)
 - Change of Location (owner previously had a licensed establishment at another location)
 - Change of Ownership (establishment previously owned by another person or entity)
2. Indicate the date you anticipate opening.
3. Indicate the type of establishment you will operate and provide information on the responsible licensee.
 - For a full-service barbering and cosmetology establishment, indicate the name and license number for the full-time barbering and cosmetology manager.
 - For a manicuring, electrology, or aesthetics establishment, indicate the name and license number of the responsible licensee (manicurist, electrologist, or aesthetician). For manicuring and aesthetics establishments, the responsible licensee may be a barbering and cosmetology practitioner or manager.
4. Indicate the name and address of your proposed establishment. Include your street address and post office box, if applicable. (**NOTE:** All departmental mailings, including the renewal notices, will be sent to the address listed on this application. If your post office does not deliver mail to your establishment street address, you should open a post office box, so that you receive your renewal notice and other departmental mailings.)
5. Indicate the county in which the establishment is located.
6. Indicate the name and residence address of the owner.
 - If you are leasing a booth or chair, you are considered the owner for this establishment license. Do not list the person you are leasing from.
 - If you are incorporated, a partnership, a limited liability company (LLC), or a limited liability partnership (LLP), list the name of the corporation, partnership, LLC, or LLP as the owner. Do not list an individual's name.
7. Indicate the county in which the owner lives or is located.
8. Indicate the home telephone number of the owner or manager.
9. Indicate the owner's daytime business telephone number.
10. If you will be closing another currently-licensed establishment when this license is issued, please indicate that establishment's name and license number, and the closure date.
11. The Statement of Arrest or Conviction must be completed by the owner of the establishment. If the answer is YES to questions A-E, the "Application Addendum – Convictions and Pending Charges (Form #2252) should be completed by the owner of the establishment. If this is a corporation, partnership, LLC, or LLP, the responsible person should complete this statement.
12. Each establishment application, including chair/booth leasing, must contain a floor plan. Previously submitted floor plans are no longer on file. Please note that you do not need to send a blueprint. Draw a floor plan in the space provided.
13. The "Affidavit of Applicant" must be completed.
 - If you are the owner and the manager, please sign the appropriate section.
 - If you are leasing a booth or chair, you are considered the owner. Please sign the appropriate section.
 - If you are opening a manicuring, electrology or aesthetics establishment, please sign the appropriate section.
14. "Compliance Inspection Report" (Form #2471). This is a separate form included in this packet. Please read and check EACH line to indicate your proposed establishment is in compliance and/or that you understand each procedure required by the rules. Forms that are incomplete will be returned to you which may cause a delay in your opening date. Establishment applications cannot be processed without the "Compliance Inspection Report".